



Career Services Program
Pend Letter

Date _____

Client Name: _____

Address: _____

We pended your application for Career Services cash benefits because we need proof you are working at least 30 hours a week in unsubsidized employment

You have until _____ to provide this proof. We will deny your application for Career Services if we don't receive the proof by this date.

Examples of proof are:

- Statement from your employer stating you are working 30 hours a week
- Pay stubs showing you are working 30 hours a week.
- Employment Verification Form completed by your employer.

See (Washington Administrative Code) [WAC 388-310-2100](#).

If you need additional assistance contact your Career Services counselor at http://www.wa.gov/esd/csp_locations.pdf or call 1-800-339-3981.

Career Services Program Counselor

Phone Number